Network Specialist

Purpose Statement

The job of Network Specialist is done for the purpose of managing the wide-area data/voice/video network, local and area wired and wireless networks, networked applications and servers; acting as liaison among all network service providers; supporting and training staff members and users; designing, configuring, installing, maintaining, and repairing network systems, subsystems, and servers; overseeing the computer/server room operation and environment; providing information, direction, and recommendations regarding network installations and configurations; resolving network operational issues; and providing technical support to District and site staff.

This job reports to Assigned Supervisor

Essential Functions

- Administers systems and servers related to district LAN and WAN for the purpose of ensuring availability of services to authorized users.

- Designs computer networks for the purpose of ensuring effective and efficient operating systems.

- Installs client and server network software and equipment on a variety of platforms for the purpose of upgrading and maintaining District WAN/LAN and telecommunication systems.

- Maintains and monitors network systems and software applications for the purpose of ensuring efficient and secure operations and documenting hardware inventory.

- Manages assigned projects and program components for the purpose of delivering services in compliance with established guidelines and objectives.

- Participates in meetings for the purpose of providing information and making recommendations.

- Prepares information for the purpose of documenting activities, providing written reference, and conveying information.

- Recommends equipment, supplies, and materials for the purpose of acquiring required items and completing jobs efficiently.

- Researches a variety of work-related topics for the purpose of gathering information, remaining current in the field, and recommending procedures and purchases.

- Responds to inquiries from a variety of sources for the purpose of providing technical support, resolving issues, and making recommendations.

- Trains District staff as needed for the purpose of ensuring their ability to use new and existing operating systems and application software.

- Troubleshoots malfunctions for the purpose of resolving operational issues and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to routinely upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing pertinent network, application, operating system monitoring, and troubleshooting software; adhering to safety practices; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current, legacy, and emerging operating systems; environments and network protocols; network equipment configurations; data security; Inter/Intranet applications; project management; and processes and methodology.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: setting priorities; establishing effective relationships; being attentive to detail; communicating with diverse groups; conveying technical information to non-technical audiences; maintaining confidentiality; and working nonstandard hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Three years of network administration experience and administering network operating systems. Experience in an educational setting with advanced training and experience configuring and managing routed networks.

Education (Minimum): Community college and/or vocational school degree with study in job-related area.

Education (Preferred): Bachelors Degree; Cisco, Microsoft, and Google Certifications. A.A. degree in computer science; B.S. preferred.

Required Testing	Certificates and Licenses
None Required	Valid Driver's License
	Ladder and Lifting Training

Continuing Educ. / Training	Clearances
Maintain Certifications and/or Licenses	Criminal Background Clearance
District Mandated Training	Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	December 14, 2021	Range 36

Revised Date